



# COUNTY OF GLENN



Is recruiting for a

## **PUBLIC SERVICE WORKER III –DA**

### **DEADLINE TO APPLY**

**Friday, July 29th, 2022**

### **COMPENSATION**

**\$17.13 Per Hour**

PSE benefits:

PSE Summary of Benefits

### **THE SELECTION PROCESS**

Candidates must submit a completed job application. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Public Service employee (PSE) temporary (limited benefits).

### **THE POSITION**

This position performs a variety of technical and clerical duties and provides information and assistance to the public regarding departmental policies, procedures and laws. This position is at-will, temporary, part-time and scheduled for approximately twenty-five (25) hours per week.

### **THE IDEAL CANDIDATE**

The ideal candidate will have experience related to filing, reception, processing mail, answering telephone, and assisting the public and/or other office support duties.

### **WHAT YOU'LL DO**

- Performs a variety of technical work in the department to which assigned.
- Assists in coordinating and implementing assigned programs.
- Establishes files; maintains accurate and detailed records; verifies the accuracy of information; researches discrepancies and notifies appropriate personnel or agency.
- Applies departmental policies and procedures, as well as applicable state laws, in determining accuracy and completeness of various applications, forms and records.
- Supplies individuals with information, copies of documents and records, etc.
- Word processes and proofreads a variety of documents; enters a variety of departmental data into the computer; retrieves information as needed; operates various printers.
- Compiles data for use in reports and/or managerial decision-making.
- Prepares, types, maintains and/or processes a variety of records, reports, correspondence, charts, tables, logs, legal documents, etc.

**About Glenn County** Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

## ARE WE A MATCH?

- You are able to understand and follow oral and written instructions.
- You have knowledge of modern office practices and technology, including the use of computers for data and word processing.
- You are able to establish and maintain cooperative working relationships with those contacted during the course of work.
- You have knowledge of basic mathematical principles.

## MINIMUM QUALIFICATIONS

### **EXPERIENCE:**

Three years of increasingly responsible technical and clerical experience.

Completion of 24 semester units from an accredited college or university in business-related course work may be substituted for one year of the required experience.

### **EDUCATION:**

Equivalent to the completion of the twelfth grade.

## IMPORTANT APPLICATION INFORMATION

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at [calopps.org](http://calopps.org) or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Friday, July 29th, 2022.

**This recruitment may be used to establish a list to fill future vacancies for the next six (6) months.**

### Application packets must include the following

- A Glenn County Employment Application
- Transcripts and/or Certificates (if applicable)

- The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.
- The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.